

SOCIAL JUSTICE & EMPOWERMENT DEPARTMENT

The 2nd April, 2014

No. 252-SW(4)2014.—In pursuance of the provision contained in Section 4 of Chapter II of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 the Governor of Haryana is pleased to constitute a Internal Complaint Committee as per details given below:

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| 1. Smt. Alka Yadav, Deputy Director | Presiding Officer |
| 2. Sh. Vinay Kapoor, Superintendent | Member |
| 3. Smt. Neelam Arora, Assistant | Member |

2. The headquarters of the Committee will be at Chandigarh and it will meet quarterly and if necessity arises it can hold meeting earlier also subject to the approval of the Presiding Officer of the Committee.

3. The area of operation of the Committee will be the entire department of Social Justice & Empowerment Department, Haryana.

The functions of the Committee will be as under:—

- (i) To receive all complaints relating to sexual harassment from the women employees of the department/ organization as mentioned in the area of operation.
- (ii) To make detailed enquiry in the said complaints and to solve the problem.
- (iii) To make suitable recommendations to the Director General, Social Justice & Empowerment Department, Haryana competent authority for taking disciplinary action against defaulters where conduct of an employee amounts to sexual harassment of women employee.
- (iv) To submit the annual report to department of the complaints received in the committee and action taken thereon.
- (v) To check that the awareness of the rights of the female employees in this regard is created by the department in view of the guidelines given by the Hon'ble Supreme Court of India.
- (vi) To co-ordinate and integrate the efforts made by the department in order to prevent, minimise and curb the tendency of sexual harassment of women at work places falling under its jurisdiction.
- (vii) To monitor the progress of the implementation of the directions of the Hon'ble Supreme Court of India relating to its own area of operation.

4. Appointment of a non official member will be made later on.

5. This Complaint Committee will supersede the earlier Complaint Committee notified *vide* Haryana Government Notification No. 55-SW(4)-2011 dated 20th January, 2011.

Chandigarh:
The 25th March, 2014.

P. K. DAS,
Principal Secretary to Government Haryana,
Social Justice & Empowerment Department.